b) Person in charge of the maintenance

- In case of being requested by the person in charge of the management, undertake the task of technical support and repair works.
- In case of application for repair and/or requisition for spare parts being prepared, cooperate for correct performance of the task.

1.8 Officer and Multi officer may change the shipboard assignment of tasks under the responsibility of Captain.

[Supplement 2] Master

2.1 Master's Responsibility & Authority

2.1.1 The master should make decisions with respect to safety of vessel, crew, passenger and cargo, and pollution prevention and has the overriding authority and responsibility to request the Company's assistance as may be necessary and has the responsibility and authority as the highest commander of the vessel for any and every situation.

2.1.2 The master as the representative of ship-owner should recognize that his decision and behavior is directly related to the Company and he should pay his utmost effort for the safety of the vessel, crew and cargo, and environment protection and endeavor to increase the Company's interests and protect the interests of the Company's interested persons such as shipper, charterer etc.

2.1.3 In case the master leaves the vessel due to unavoidable circumstances, the person in next lower ranking may execute the master's duty as proxy. However, the master shall not be relieved of his responsibilities. The proxy should be handed over in writing.

a) In case the master is not on the vessel or has lost his ability to command, the right of command shall be in the order of the chief officer, second officer and third officer and the vessel shall be in command of these persons in that order.

b) In case the master leaves the vessel due to unavoidable circumstances, the master shall inform the duty officer of his contact details and the way of contacting so as to receive every information from the officer at the earliest in case of an emergency

2.2 Master's Duty

a) Overall command of the vessel.

b) To perform the Company's policy and to motivate the crew to observe the policy.

c) To comply with domestic/international rules/regulations, conventions, procedures and manuals related with the vessel.

d) To review the appropriateness and effectiveness of Ship Management System and to make a report of its defects and improvements.

e) To operate the Shipboard Safety/Management Committee.

f) Safe navigation of the vessel and to secure ship's seaworthiness.

g) To confirm cargo load/discharge plan drawn by C/O and it’s monitoring.

h) Shipboard communication (Company, Branch Office, Port authority, Charterer & other interested personnel)

i) To approve shipboard maintenance work and to confirm the performances.

j) To approve the purchase (ship stores, machinery spare parts, fuel oils, provisions etc).

k) To confirm whether sufficient fuel oil(s) and ship stores are received or not before the commen cement of voyage.

l) To make a report of the accidents or damages to the vessel, crew and cargoes to the Company and relevant parties.

m) Crew's reward/punishment and efficiency rating.

n) Shipboard education and training.

o) To keep and manage ship's cash and port dues.

p) Duties of the Ship Security Officer (SSO).

q) Relief of crew.

r) Instructions required by the Company and other matters.

s) Requirements of the interested party (shipper, charterer).

t) To keep/maintain the records required to be kept by the Company and relevant parties.

g) As the person in charge of shipboard environment to implement the Environment/Safety Management Program and to manage the performance thereof.

h) Overall responsibility for bunker supply, transfer of oils and its management.

i) To prepare for ship inspection and to be in charge of undergoing the survey.

j) To establish/conduct various shipboard education plans such as crew education, shore-based personnel shipboard education etc.

k) To be in charge of the task of technology of maintenance work.

l) To repair reefer container and overall command of the management of spare parts.

m) Maintenance works for navigational instruments & radio/galley facilities.
- To repair radio equipment/cooking facilities.
- To have overall control of the repair for the navigational equipment including EPIRB, SART.
  * Navigational equipment, communication equipment (including EPIRB & SART), various antenna (except radar scanner), weather Fax etc.

n) To keep/manage the records of performance for areas of responsibility.

o) Overall responsibility to maintain and keep the shipboard power supply and electricity systems for the safety facilities.

[Supplement 4] Chief Officer

■ Chief Officer's Duty

a) To comply with domestic/international rules/regulations, conventions, procedures and manuals related with the areas of responsibility.

b) To assist the master/senior persons and implement the instructions.

c) To perform the duties of the officer of the watch during navigation.

d) To take overall control for the tasks of Deck Department and to guide, educate and manage his subordinates.

e) To perform master's duty as proxy in case of master's absence.

f) As the person in charge of the practices of Deck Part maintenance tasks (including radio /

cooking facilities), to perform the following:
- To establish and adjust the maintenance plans of Deck Part and conform its results;
- To conduct the daily work and confirm its results;
- To request subcontractor's maintenance & maintenance materials.
- To make requisition/manage ship stores & machinery spare parts.
- To execute the standardization of maintenance work, examine the fitness and request the improvements.

g) To perform the tasks of designated person in charge of machinery management;
- Closing/opening equipment of hatch cover & cargo gear (including provisions crane);
- Windlass & mooring winches, lifeboat davits & motors;
- Visual check & cleaning of bow thruster (inspection of machine, oiling & greasing shall be conducted by 2/E.)
- Connection/disconnection of the receptacle plugs of reefer containers.
- RORO equipment such as Inner ramp, Stern ramp, Side ramp etc. (PCTC only) and
- Specified PCTC vehicles such as deck lifter, fork lifter and service car.(PCTC only)

h) Task of loading/discharging and cargo related work;
- To make/adjust load/discharge work-plans and confirm its results;
- To supervise the task of cargo work watch;
- To confirm ship's stability and visibility;
- Cargo management (to check/manage cargo state, securing, water-tightness); and
- To conduct the task as Safety Officer of dangerous goods in case of transporting dangerous cargoes.(Application to Appointment and duties of Safety Officer of dangerous goods of the SHIPBOARD SAFETY/MANAGEMENT PROCEDURE(SEM-08) Supplement 1)
- To manage the R/F containers (Only container vessel)
- Hold cleaning management
- Operation of ventilation in cargo hold(car deck)

i) To manage the ballast water, bilges and fresh water.

j) To manage the garbage and Garbage Record Book.

k) Cargo record book and oil record book of deck (Only tanker vessel)

l) To take overall control of the maintenance and management of safety facilities, deck oil spill equip ment(Only tanker vessel) and their relevant fittings.

m) To perform the secretariat task of Shipboard Safety/Management Committee.

n) To establish the discipline and fundamental principles for crew.

o) To carry out the Environmental Management Program for Deck Part and manage its performance.

p) To manage the control documents, drawings and manuals of Deck Department.

q) To command the operation of mooring/unmooring, anchoring/heaving up anchor at forward station in case of vessel's arrival/departure.

r) To manage the SHEQ documents and master list of record files

s) The task related with the working allowance for Deck Part.

t) To manage the uniforms including working clothes ans working shoes.

u) The task of radio communication
- To make entries of Radio Log and its management.
- To secure the security of communication.

v) To keep/manage the records of performance for areas of responsibility.

w) To manage the cooking facilities;
To manage the machinery / stores related with the radio and cooking facilities.

[Supplement 5] Second Officer

■ Second Officer's Duty

a) To comply with domestic/international rules/regulations, conventions, regulations, procedures and manuals related with the areas of responsibility.

b) To assist the master/senior persons and implement the instructions

c) To perform the deck officer's duty during navigation and OOW duty during stay in port.

d) To establish the sailing plans as the officer in charge of navigation and perform relevant tasks.

e) To perform the designated person's task as in charge of machinery management;
- To manage the navigational instruments (including spare parts) & its history.
- Whistle, horn, public addresser (bridge/ forecastle/poop), weather fax (bridge).
- Deck lighting system, steering gear, gangway/pilot ladders (motor activation).

b) To avoid such trouble, it is essential that the local rules should be discussed between agent staff, stevedoring foreman and Master of the vessel at the time of arriving in those ports

1.3 Stability

The Master is to be satified that ship has sufficient stability at all times.

- The stability as calculated by using loadcom must be OK condition and above the IMO required Min. GoM for that condition.
  (Refer to ship's approved "Trim and stability Booklet for details")

1.4 Strong current and wind in port

a) The countermeasures for strong current and rough weather should be discussed with local agent staff and Master, whether such circumstances are anticipated during the vessel's stay in port.

b) Taking additional mooring lines is a most effective and fundamental measures to prevent the vessel being detached widely from her berth.

c) Vessel's Chief Officer should notify to Stevedore Foreman when cargo works can not be continued safely.

d) The ramp should be hove up and stowed to avoid the damage to the surface of pier or ramp in above situations

e) The ramp should be stored after several tug boats in case of winds over 20 knots.

1.5 Ballast for cargo operation

a) Ballast works in PCC/PCTC play an important role owing to the fact that loading/unloading operations are limited time and shifting of ballast water from tank to tank is necessary because of ship's ramp situations. Owing to tidal situations, the ramps and ramp ways have a tendency to become steep in angle that may affect greatly loading/unloading operations.

b) Also if the ramps and ramp ways are very low they may endanger wharves, so ballasting/ de-ballasting or shifting of ballast water is greatly important.

c) Considering that car carriers structural design, ballasting and de-ballasting is needed to adjust her trim and heeling condition from time to time, because of bad weather situations, which may cause delay to the expected time of arrival and departure.

d) The temperature of F.O. tank top car deck must be kept below 50'C (To prevent deformation of commodity car tires) Ballast carefully when vessel is on the berth and also in laden condition.

[Supplement 2] Ramp & Deck Panel Operation

2.1 Adjusting height of ramp (See Fig.1-1)

ARRIVAL/DEPARTURE CHECK LIST(DECK)

Voy. No. _____ Date _____ Port _____

Draught (F) _____ m (A) _____ m GM(GoM) _____ m BM (_____ % at Fr.___) SF (_____% at Fr.___)

PREPARATION FOR DEPATURE	TICK	PREPARATION FOR ARRIVAL	TICK
Passage Plan		**Passage Plan**	
Berth to berth passage plan for the intended passage prepared and available on the bridge with the route plotted on up to date and appropriate scale chars (official paper or electronic)		Pre-arrival documentation complete and sent	
		Passage plan updated with additional information received since departure	
		Updated passage plan checked and approved by the Master	
Passage plan checked and approved by the Master		Updated passage plan briefed to the Bridge Team	
Passage plan briefed to the Bridge Team		Updated passage plan available on the bridge with the route plotted on up to date and appropriate scale charts (official paper or electronic)	
Route plan briefed to the Bridge Team			
Route displayed on ECDIS and/or other electronic navigation aids, as appropriate		Updated route displayed on ECDIS and/or other electronic navigation aids, as appropriate	
Up to date charts and nautical publications available			
Latest Notices to Mariners (Week No. :)		Is cargo/ballast rearrangement required	Y / N

Equipment Checks (Tested and Ready for Use) (Common use for Arrival / Departure)							
AIS (voyage data updated and correct)		Signaling equipment including flags, search lights and signal lamps					
Anchors, cables and winches							
Ancillary bridge equipment (e.g. binoculars)		Speed and distance log					
BNWAS		Steering gear	Main/auxiliary steering system, Hard Over Test				
Clocks synchronized with engine room				No.1	No.2	No.1&2	
Course and engine movement recorder/bridge movement book			No.1 Sys	s	s	s	
			No.2 Sys	s	s	s	
Deck power (Hydraulic & Electric)			Communications between bridge and steering gear compartment				
ECDIS and/or other electronic navigation aids							
on the chart)			Remote steering gear control systems				
Electronic position fixing systems			Steering positions on the bridge				
Emergency engine stops			Emergency power supply				
Engine(s)/propulsion (ahead and astern)			All rudder angle indicator repeaters show the correct rudder position				
GMDSS communications and GMDSS log							
Gyro/magnetic compass and repeaters, including repeater in steering gear area			Remote steering gear control system power failure alarms				
Internal communications (particularly bridge to engine room/bridge to mooring stations)			Steering gear power unit failure alarms				
			Automatic isolating arrangements and other automatic equipment				
LRIT							
Navigation lights and shapes			Appearance of steering system and the connection parts				
Sound signals (Whistle and General alarm)		Thrusters					
Radar(s) and ARPA		(S)VDR					
RPM and ROT indicators		Auto pilot (including Off-course alarm)					

Port and Pilotage (Common use for Arrival / Departure)			
Master/Pilot information exchange checklist completed		Port and VTS channels monitored	
Pilot Card prepared		Port, VTS and Pilot advised of any special requirements	
Pilot boarding time confirmed		Preparations for pilotage complete	
Pilot (dis)embarkation arrangements ready			

ARRIVAL/DEPARTURE CHECK LIST(DECK)

PREPARATION FOR DEPATURE	TICK	PREPARATION FOR ARRIVAL	TICK
Securing for Sea		**Before Arrival**	
Cargo and cargo handling equipment secure		Manual steering engaged	
Cargo/passenger details available (All visitors shall disembark)		Cargo/passenger details available	
Stability and draught information verified and available		Stability and draught information verified and available	
Watertight doors closed		Watertight doors closed	
Hull openings secure and watertight		Use more than one steering gear power unit	
Before Sailing			
All crew on board		All Crew are notified of ETA	
Anchors cleared away		Anchors cleared and ready for use	
Bridge Team fit for duty		Bridge Team ready	
Engine room ready (Inform ETD)		Engine room ready (Inform ETA)	
Mooring stations manned and ready		Mooring stations manned and ready	
Pressure on fire main		Pressure on fire main	
MSI checked and communicated to Bridge Team		MSI checked and communicated to Bridge Team	
Stowaway/security search completed			
Other		**Other**	
Crew are free of alcohol and drugs		Crew are free of alcohol and drugs	
Blind sector zone is complied with IMO standard		Blind sector zone is complied with IMO standard	
Check hull condition for damage, crack and etc.			
Fire detector system is operational (De-isolation)			
Preview food and drinking water supplies (DMLC Ⅱ) - check points of the menu service committee - the number of seafarers on board - their religious requirements and cultural practices as they pertain to food - the duration and nature of the voyage nature			

Remarks (Any non-compliance of above should be recorded)

Checked on	LT	Confirmed by Master	
Checked by			